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ABSTRACT

A bibliography of legal references for administrators of higher education institutions is presented. Examples of the kinds of printed works available include: books providing a basic general overview of the major legal issues affecting higher education; updating reporter services, newsletters, yearbooks and journals that provide current information about new legislation, regulations, and court decisions in general: and specialized publications. Specialized topical publications include those in the following areas: U.S. Supreme Court and education, students' rights and due process, student admissions and affirmative action, student records and the Buckley Amendment, student press, sports, copyright, Rehabilitation Act of 1973, faculty, women's rights, fair employment practices and affirmative action, unemployment compensation, faculty unions, business, government research contracts and grants, taxation, charitable trusts, investment policies, risk management, and computer search processes. (SW)

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ADMINISTRATOR'S UPDATE

Volume 1, Number 2 Fall , 1979

American Association of University Administrators

ERIC Clearinghouse on Higher Education

A Legal Bookshelf for Administrators

by Patricia A. Hollander

The legal camel has poked more than a nose inside the tent of academe. Head, neck, hump(s) and legs are there. The tuft of a tail may be all that is left outside the tent. How do college and university administrators learn to live with this unfamiliar beast? Its characteristics range from those that are extraordinarily useful and helpful to those that are clumsy and sometimes destructive.

The purpose of this article is to attempt to inform administrators about what publications are available to help them deal with legal issues affecting higher education. Having some legal references within arm's reach may serve to avoid the most obvious legal pitfalls. The references are not intended to answer a specific legal question at a specific institution. But they should alert the administrator about whether a legal question may exist. The institution's own legal counsel then can be called upon to render appropriate assistance.

Each administrator will have his or her own favorite ideas about the kinds of legal reference materials that best suit their particular job needs and personal background. My own choice is a bookshelf that contains three kinds of publications:

1. books that provide a good basic general overview of the major legal issues affecting higher education,
2. updating reporter services, newsletters, yearbooks and journals to keep one current about new legislation, regulations, and court decisions in general, and
3. specialized publications, such as those directed to student affairs, faculty employment issues, business matters, and maintenance of the physical plant.

Let us look at building a legal bookshelf based on these three categories, simply as one way of approaching the problem. The publications mentioned below are not meant to be an exhaustive bibliography. Rather, they are meant merely to be examples of the kinds of printed works available.

Books Providing a Basic Legal Overview

Legal Handbook for Educators (1978) was written by Patricia A. Hollander, Esq. and published by Westview Press, 5500 Central Avenue, Boulder, Colorado 80301. Price: $14.50. This book is easily understoood by persons who have no legal training.

The Law of Higher Education: Legal Implications of Administrative Decision Making (1978) was written by William A. Kaplin, Esq. and published by Jossey-Bass, 433 California Street, San Francisco, California 94104. Price: $17.50.

Higher Education and the Law (1979) was written by Harry T. Edwards, Esq. and Virginia Davis Nordin and was published by the Institute for Educational Management (IEM), Harvard University, Cambridge, Massachusetts 02138. Price: $25.00.

These three books are meant to provide an overview of the kinds of legal questions that arise at institutions of higher education. They cover such issues as the difference between a public and private institution, the relationship between the institution and its students, the relationship between the institution and its faculty and administrators, and other miscellaneous problems that may exist in the areas of funding, safe maintenance of the physical facilities, and compliance with various non-discriminatory regulations. They also deal with possible legal remedies, including damages for personal liability. These books include numerous references to major federal statutes and discussions of major court decisions. While it is true that only Supreme Court decisions will control in all jurisdictions,

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NOTES

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Various court decisions are instructive regarding the line of thinking of courts about issues that affect higher education.

various appellate court decisions, and even trial court decisions, are instructive regarding the line of thinking of courts about issues that affect higher education. For instance, in most appellate and lower court jurisdictions, cases generally have upheld the concept that academic decisions should be made by educators rather than by courts. However, where academic institutions are required to follow due process procedures when making decisions, but fail to use their own or other recognized procedures, a student or a staff member may challenge an institutional action or decision on the grounds that it did not follow its own or other appropriate procedures. Cases at the appellate or lower court levels then may be helpful in deciding what constitutes due process, and when it must be provided.

These three books also would serve well as teaching tools in courses, seminars, or workshops for administrators, attorneys, or students (e.g., in law, education, or administration).

College and University Law (1972) by Kern Alexander and Erwin S. Solomon and published by Michie, Charlottesville, Virginia, is supplemented by periodic pocket parts. This book is an example of a publication principally designed for use by persons with legal training or by students receiving legal training.

Legal Issues for Postsecondary Education: Briefing Papers I and II (1975-76). A number of the national education associations publish occasional papers that are devoted to legal issues. For example, the American Association of Community and Junior Colleges (AACJC) published a set of two Briefing Papers called "Legal Issues for Postsecondary Education". These were done in cooperation with the National Association of College and University Attorneys (NACUA) and the National Association of College and University Business Officers (NACUBO). They are available from AACJC, One Dupont Circle, N.W. Washington, DC 20036. Cost is $5.00 each. Topics include: legal liability of administrators, trustees, and faculty; personnel recordkeeping; First Amendment freedoms; employment and evaluation of faculty and staff; campus security; copyright; dispute settlement; and dealing with federal regulatory agencies.

Higher Education and the Law: An Administrator's Overview (1977) Vance T. Peterson, Ed., was published by the Center for the Study of Higher Education, University of Toledo, 2801 West Bancroft, Toledo, Ohio. Cost is $4.00. It is an example of a compilation of papers presented at a 1976 workshop on particular topics relating to law and education.

Updating Reporter Services

In recent years, several reporter services have been developed specifically for use by college and university administrators and attorneys.

Legal reporter systems, often contained in three-ring binders, are a good supplement to basic books such as those already mentioned. In recent years, several reporter systems have been developed specifically for use by college and university administrators and attorneys. These reporter systems generally report court decisions, recent legislation, and executive orders, as well as implementing regulations.

Two such reporter systems are **The College Student and the Courts** and **The College Administrator and the Courts**. Both are available from College Administration Publications, Inc., P.O. Box 8492, Asheville, North Carolina 28804. Cost of each basic casebook with its binder plus a one-year subscription is $49.50; subsequent yearly subscriptions are $23.50. **The College Student and the Courts** has been published for about five years and consists of higher court decisions that are briefed in such fashion as to explain the facts of each case, the issue, the answer, and the reasoning of the court. There are additional comments on each case by the editors of the service. The cases are classified into a number of chapters and each chapter contains general comments on the issues involved ahd how they relate to the administration of student affairs.

The College Administrator and the Courts started publication in March 1979. It is a companion to **The College Student and the Courts**. It covers a wide variety of subjects involving administrators, faculty and other staff, and third parties. Each of these services publishes a quarterly supplement to keep the material up-to-date.

College Law Digest is published bimonthly by the National Association of College and University Attorneys (NACUA) and may be ordered from Fred B. Rothman & Co., 10368 West Centennial Road, Littleton, Colorado 80123. Cost is $20.00 per year for non-members of the NACUA. Membership in NACUA is restricted to higher education institutions and organizations and their attorneys. **The College Law Digest** is principally for attorneys, but administrators with some legal background will find it useful.

Nolpe Notes and Nolpe School Law Reporter are published by the National Organization on Legal Problems of Education, 5401 Southwest 7th Avenue, Topeka, Kansas 66606. These publications contain information about postsecondary, elementary, and secondary school lawsuits and conferences; general information regarding legislation and national hearings; and information about meetings and new publications of interest to educators. They are mailed to all NOLPE members as a regular service. NOLPE membership information is available from NOLPE at the above address.

School of Law Register is a monthly reporter service in two volumes published by Capitol Publications, 2430 Pennsylvania Avenue, N.W. Washington, D.C. 20037. Price is $197.00 per year. It covers Federal Register notices, education laws, Department of Health, Education, and Welfare regulations, Office of Education regulations, and other regulations such as Title IX (Disadvantage), Handicapped, Head Start, and National Institute of Education regulations.

Federal Regulations and Employment Practices for Colleges and Universities is available from National Association of College and University Business Officers (NACUBO), Suite 510, One Dupont Circle, N.W., Washington, DC 20036. $25.00 per year plus $6.00 for binder.

United States Law Week is available from the Bureau of National Affairs (BNA), 1251 25th Street, N.W., Washington, DC 20037. Cost is $260.00 per year. For administrators who are also attorneys, or who have staff attorneys at their institutions, a reporter system such as **The United States Law Week** would be helpful. This two-volume reporter service is published weekly. One volume contains a summary and analysis of general law at the federal and state court levels and of administrative law rulings. The other volume covers the proceedings of the United States Supreme Court. **Law Week** is a rather thorough coverage of new court decisions, statutes, agency rulings, information about bar association meetings, and news regarding future agency and legislative hearings, pending legislation, proposed regulations, and important decisions not otherwise digested. However, this service is recommended only for persons familiar with legal terminology.

Supreme Court Reporter is published by West Publishing Co., 50 West Kellogg Boulevard., St. Paul, Minnesota 55165. It contains the full text of all U.S. Supreme Court opinions.

Updating Newsletters

The Chronicle of Higher Education is a bi-weekly newspaper published for the higher education national community. As part of its regular coverage of higher education news, it contains stories and reports about major court decisions on legal issues affecting higher education. Subscriptions are $25.00 per year. Write to the Chronicle of Higher Education, 1333 New Hampshire Avenue, N.W., Washington, DC 20026.

AAUA Communique is a quarterly newsletter published by the American Association of University Administrators (AAUA). It contains a column called "Recent Court Decisions," which includes brief descriptions of major decisions in higher education law. **AAUA's Communique** is available from the AAUA National Office, P.O. Box 536, Oneonta, New York 13820.

Administrator's Update is published by the American Association of University Administrators and the ERIC Clearinghouse on Higher Education. It consists of three issues per year on various topics, some of which are legal issues. Individual copies are available from the American Association of University Administrators, P.O. Box 536, Oneonta, New York 13820. Cost to non-AAUA members is fifty cents per copy. AAUA members receive **Administrator's Update** as part of membership service.

Higher Education and National Affairs is published weekly by the American Council on Education. It is a newsletter that contains general information of interest to persons in higher education, including information about major court cases. It is available as part of ACE institutional membership. Contact ACE, One Dupont Circle, N.W., Washington, DC 20036.

Higher Education Daily is a daily newsletter published by Capitol Publications, Inc., 2430 Pennsylvania Avenue, N.W., Suite G-12, Washington, DC 20037. Cost is $285.00 per year. It provides day-to-day information regarding legislation, court decisions, and upcoming budgetary matters.

Updating Legal Yearbooks

The Yearbook of Higher Education Law is edited by D. Parker Young and is published annually by the National Organization on Legal Problems in Education (NOLPE), 5401 Southwest 7th Avenue, Topeka, Kansas 66606. Cost is $9.95. It summarizes in one volume a great number of the higher court cases that have been decided during the year on a variety of topics, such as governance, finance, property, tort liability, employees, and students.

Higher Education and the Law is a series of published proceedings from the annual summer conference sponsored by the Institute of Higher Education at the University of Georgia. Each annual conference covers legal topics regarding higher education; for instance, higher education and the handicapped, personal liability of administrators, the

Bakke and Weber cases, and general legal issues that will be arising in the 1980's. Copies of each yearly set of conference proceedings beginning with 1970 are available from the University of Georgia, Institute of Higher Education, Candler Hall, Third Floor, Athens, Georgia 30602. Cost is $4.00 each.

College Law: A Guide for Administrators is prepared and published by Dr. Thomas E. Blackwell. It is a loose-leaf, annual information service summarizing some of the basic case law that was published during the year in the **College Law Digest**. It is available from Herald Printers Inc., 201 Foam Street, Monterey, California 93940. Cost is $18.00 per year.

The Condition of Education is published annually by the National Center for Education Statistics (NCES), Department of Health, Education and Welfare (Education Department), Washington, DC. It is available from the U.S. Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. It contains statistics and other information essential to handling many legal issues on campus.

Updating Legal Journals

The Journal of College and University Law is published quarterly by the National Association of College and University Attorneys (NACUA). It is aimed at readers who have a formal legal backgound, but will be of interest to administrators who have a substantial amount of experience in administration and legal matters. It is available to non-members of NACUA by subscription. Cost is $20.00 per year. Order from Fred B. Rothman & Co., 10368 West Centennial Road, Littleton, Colorado 80123. Cost is $25.00 per year to non-members of NACUA.

The Nolpe School Law Journal is published by the National Organization on Legal Problems of Education (NOLPE). It is published twice a year and contains articles on legal problems of elementary, secondary, and higher education. Each copy costs $2.00 for non-members of NOLPE, 5401 Southwest 7th Avenue, Topeka, Kansas 66606.

Journal of Law and Education is a quarterly publication by the Jefferson Law Book Co., 646 Main Street Cincinnati, Ohio 45201.

Inequality in Education is a quarterly journal published by the Center for Law and Education, 6 Appian Way, Cambridge, Massachusetts 02138. Cost is $6.00 per year.

Specialized Publications

For those administrators who specialize in particular areas, there are a number of specialized reporter services available.

For those administrators who specialize in particular areas, such as student affairs, academic affairs, business affairs, personnel, plant and facilities, or fundraising, there are a number of specialized reporter services available. Education associations, too, publish monographs in topical areas of interest.

For instance, there are reporter services on subjects such as fair employment practices, pensions, collective bargaining, occupational safety and health, equal employment opportunity, affirmative action, noise regulation, arbitration, personnel training, and sports. Companies that publish such reporter systems include the Bureau of National Affairs, Commerce Clearing House, Prentice Hall, Matthew Bender, Lawyers Cooperative Publishing Company, and the Practicing Law Institute.

Education associations maintain lists of various publications available from them on similar and other higher education law topics. A list of such associations is available through the ERIC Clearinghouse on Higher Education or from the American Council on Education. Both ERIC and ACE may be addressed at One Dupont Circle, N.W., Washington, DC 20036.

In addition, a number of books, newsletters, journals, and yearbooks specialize by topic. The following are examples of specialized topic publications:

U.S. Supreme Court and Education

A Digest of Supreme Court Decisions Affecting Education 1859-1977 by Perry A. Zirkel was published by Phi Delta Kappa, Box 789, Bloomington, Indiana 47401. Cost is $6.00.

The Supreme Court and Education (Third Ed.) by David Fellman, Ed., was published by Teachers College Press, Columbia University, New York, New York 10027.

The Constitution and American Education (1974) was written by Arval A. Morris and was published by West Publishing Co., 50 West Kellogg Blvd., St. Paul, Minnesota 55165.

The Wall of Separation: The Constitutional Politics of Church and State by Frank J. Sorauf was published by Princeton University Press, Princeton, New Jersey.

Students' Rights and Due Process

Constituional Rights and Student Life (1979) was written by Frank R. Kemerer and Kenneth L. Deutsch. It was published by West Publishing Co., 50 West Kellogg Blvd., St. Paul, Minnesota 55165. It is subtitled "Value Conflict in Law and Education -- Cases and Materials". An instructor's teaching manual is available also.

The Law and the Student in Higher Education (1977) by D. Parker Young was published by the National Organization of Legal Problems in Education (NOLPE), 5401 Southwest 7th Avenue, Topeka, Kansas 66606.

Legality of Student Disciplinary Practices (1976) was written by Edward C. Bolmeier and published by Michie, Charlottesville, Virginia.

Student Rights, Decisionmaking and the Law (1976) by Terrence T. Tice was published as an AAHE-ERIC/Higher Education Research Report No. 10 by the American Association for Higher Education, One Dupont Circle, N.W. Washington, DC 20036. (107 pages). Cost is $3.00.

Student Admissions: Affirmative Action

Equal Opportunity in Higher Education is a bi-weekly newsletter published by Capitol Publications, Inc., 2430 Pennsylvania Avenue, N.W. Suite G-12, Washington DC 20036. Cost is $89.00 per year. It collects updating information about equal educational opportunity legislation, regulations, court decisions, and future plans.

The Bakke Decision: Implications for Higher Education Admissions (1978) was published by the National Association of College and University Attorneys, One Dupont Circle, N.W., Suite 650, Washington, DC 20036. Cost is $2.00. Publication was sponsored by the American Council on Education and the Association of American Law Schools.

Affirmative Action for Blacks in Higher Education: A Report (1978) was published by the Institute for the Study of Educational Policy, Howard University, 2935 Upton Street, N.W., Washington, DC 20008.

Bakke, Defunis and Minority Admissions: The Quest for Equal Opportunity (1978) by Sindler was published by Longman. Cost is $12.50.

Minority Quotas in Law and Medicine is available from George H. Jaffin, 2949 Terrace Drive, Chevy Chase, Maryland 20015.

Student Records: Buckley Amendment

A Guide to Postsecondary Institutions for Implementation of The Family Educational Rights and Privacy Act of 1974 as Amended was published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), One Dupont Circle, N.W., Suite 330, Washington, DC 20036. Cost is $4.00.

Student Press

College Student Press Law by Robert Trager and Donna L. Dickerson was published by the National Council of College Publications Advisors, School of Journalism, Ohio University, Athens, Ohio 45701.

Sports

The Law of Sports (1979) by John C. Weisart and Cym H. Lowell was published by Bobbs-Merrill and may be ordered from Michie Publishing Co., Charlottesville, Virginia 22906. Cost is $37.50.

Equal Opportunity in Sports Survey of Higher Education Institutions by the Pennsylvania Department of Education's Bureau of Equal Opportunity in Sports is available from Helen R. Friedman, Pennsylvania Department of Education, Box 911, Harrisburg, Pennsylvania 17126. Send self-addressed, stamped envelope. Free.

Copyright

Reproduction of Copyrighted Works by Educators and Librarians, Circular R-21, was published by the Copyright Office, Library of Congress, Washington, DC 20549. Free.

The Copyright Dilemma (1978) by Herbert S. White, Ed., was published by the American Library Association, 50 East Huron Street, Chicago, Illinois 60611.

Practicing Under the Copyright Law of 1976 is a PLI Course Handbook used in 1978 and published by the Practicing Law Institute, 810 7th Avenue, New York, New York 10019. Cost is $20.00. This book was written principally for attorneys.

Current Developments in Copyright Law (1977) also is a PLI Course Handbook and was published by the Practicing Law Institute, 810 7th Avenue, New York, NY 10019. Cost is $20.00. This book was written principally for attorneys.

Rehabilitation Act of 1973

Guide to the Section 504 Self-Evaluation for College and Universities (1978) regarding compliance with the Rehabilitation Act of 1973 was prepared by G. Richard Biehl of the National Association of College and University Business Officers (NACUBO). The document has been reviewed and approved for use by the Office for Civil Rights of the

Faculty

Academe: The Bulletin of the American Association of University Professors (AAUP) is published eight times a year. Order from AAUP, One Dupont Circle, N.W., Washington, DC 20036. Price is free for AAUP members and $24.00 for non-members.

Age Discrimination in Employment

Age Discrimination, a special issue of the Journal of College and University Law, Vol. 5, No. 3, 1978-79, published by the National Association of College and University Attorneys, One Dupont Circle, Washington, DC 20036. Article: The Implications of the Age Discrimination in Employment Act Amendments of 1978 for Colleges and Universities by Laura Christian Ford. A commentary accompanies Ms. Ford's article. The commentary is entitled "State Law on Mandatory Retirement of Tenured Faculty After the 1978 Age Discrimination in Employment Act Amendments" and is by John Laster.

The Impact of Federal Retirement Age Legislation on Higher Education published by the American Association of University Professors' Special Committee on Age Discrimination and Retirement, is available from AAUP, One Dupont Circle, N.W., Suite 500, Washington, DC 20036.

Womens Rights

Project on the Status and Education of Women is directed by Dr. Bernice Sandler and publishes material regularly on educational and legal rights of women. Persons may be added to the Projects's mailing list at no cost by writing to the project at 1818 R Street, N.W. Washington, DC 20009.

Women's Rights Law Reporter, a quarterly, is published by the Rutgers University School of Law, 180 University Avenue, Newark, New Jersey 17102. This service covers new court cases, legislation, and regulations. It also contains articles on legal issues affecting rights of women.

Womens Rights and the Law (1977) by B. Brown, A. E. Freedman, H. N. Katz, and A. M. Price was published by Praeger Publishers, New York, New York. Cost is $8.95.

The Rights of Women (1973) was written by Susan C. Ross and sponsored by the American Civil Liberties Union. It is available from Avon Books, Main Order Dept., 250 West 55th Street, New York, New York 10019. Price is $1.25. This is a readable handbook of women's educational, employment, and family rights with practical suggestions regarding remedies.

Fair Employment Practices: Affirmative Action

Fair Employment Practice Service (FEP) is a reporter system available from the Bureau of National Affairs, 1231 25th Street, N.W., Washington DC 20037. Contains full texts of federal, state, and local court opinions dealing with employment discrimination, plus digests of the United States Equal Employment Opportunity Commission. Three binders, bi-weekly report, costs $271.00 per year.

Professional Women and Minorities: A Manpower Data Resource Service is available from the Scientific Manpower Commission, 1776 Massachusetts Avenue, N.W., Washington, DC 20036. This is a looseleaf service updated periodically. It provides statistics about professionals in the United States, particularly pools of minorities and women in professions generally requiring formal education at least to the baccalaureate level. This publication is extremely useful for affirmative action officers.

Affirmative Action in the Independent College: A Practical Planning Model by Eugene B. Habecker was published by the Council for the Advancement of Small Colleges, One Dupont Circle, N.W., Suite 320, Washington, DC 20036.

Journal of the College and University Personnel Association (CUPA) is published by CUOA, Il Dupont Circle, N.W., Washington, DC 20036. Cost is $16.00 per year. This journal publishes informative articles on complying with employment laws and regulations from the educator's viewpoint.

Unemployment Compensation

Employer's Complete Guide to Unemployment Compensation (1979) was written by Matthew E. Madden, Esq. and published by Central Commercial Publishing Corp., P.O. Box 603, Warrensburg, Missouri 64093. Price is $13.95. This publication contains unemployment compensation systems and laws of all fifty states and is written with the problems of educaitonal administrators in mind.

Faculty Unions

Collective Bargaining In The Four Year Colleges (1978) by B. Lee was prepared by the ERIC Clearinghouse on Higher Education and published by American Association for Higher Education, One Dupont Circle, N.W., Suite 780, Washington DC 20036.

Faculty Collective Bargaining, 2d Ed. (1977), by Howard B. Means and Phillip W. Semas, Editors, was published by the Chronicle of Higher Education, 133 New Hampshire Avenue, N.W., Washington, DC 20036. Cost is $3.50.

Handbook of Faculty Bargaining by George W. Angell, Edward P. Kelley, Jr. and Associates was published by Jossey-Bass, 615 Montgomery St., San Francisco, California 94111.

Collective Bargaining in Higher Education: Its Implications for Governance and Faculty Status of Librarians by Millicent C. Abell, Ed., was published by the American Library Association, 50 East Huron Street, Chicago, Illinois 60611.

Labor Relations References Manual (LRRM) reports weekly digests of National Labor Relations Board (NLRB) and court decisions. It is published by the Bureau of National Affairs, 1231 25th Street, N.W., Washington DC 20037.

Governance in Institutions With Faculty Unions: Six Case Studies by Kenneth P. Mortimer and Richard C. Richardson was published by the Center for Study of Higher Education, Pennsylvania State University, University Park, Pennsylvania 16802.

Industrial Relations Research Association (IRRA) publishes legal papers periodically. Their address is 7226 Social Science Building, University of Wisconsin, Madison, Wisconsin, Madison, Wisconsin 53706.

Labor Relations and Equal Opportunity in Higher Education (1978), a PLI Course Handbook, published by Practicing Law Institute, 810 7th Avenue, New York, New York 10019. Cost is $20.00.

Employee Relations Law Journal is published quarterly by the Executive Enterprises Publications Co., 10 Columbus Circle, New York, New York 10019.

Students and Collective Bargaining by Alan R. Shark, Kathleen Brouder and Associates was published by the National Student Education Fund, 2000 P Street, N.W., Suite 205, Washington, DC 20036.

Tenure and Termination in Financial Exigency (1978) by Marjorie C. Mix was published as an AAHE-ERIC/Higher Education Research Report No. 3 by the American Association for Higher Education, One Dupont Circle, Washington, DC 20036. (35 pages). Cost is $4.00.

Business

Nacubo Business Officer is published by the National Association of College and University Business Officers, One Dupont Circle, N.W., Washington, DC 20036. This journal contains articles pertaining to law as it relates to business matters at colleges and universities. Copies may be ordered from NACUBO should inquire at above address.

Government Research Contracts and Grants

Government Contracts and Grants for Research: A Guide for Colleges and Universities: Revision One was published by the National Association of College and University Business Officers (NACUBO), One Dupont Circle, N.W., Washington, DC 20036. This publication updates the basic manual through January 31, 1976.

Taxation

The Law of Tax-Exempt Organizations (2nd Ed., 1977) by Bruce Hopkins was published by Lerner Law Book Co., Inc., 53 E Street, N.W., Washington, DC 20001. This is an essential book for college and university business officers.

Charitable Trusts

Guide to the Administration of Charitable Remainder Trusts (3rd Ed., 1979) was edited by Clark and Kaiser and published by the Council for the Advancement and Support of Higher Education, One Dupont Circle, N.W., Suite 530, Washington, DC 20036. Price is $35.00. This new edition reflects the latest changes in federal tax laws and Internal Revenue Service rulings.

Investment Policies

Investment Policies and Procedures at Selected Colleges and Universities was published by the National Association of College and University Business Officers, One Dupont Circle, N.W., Washington, DC 20036.

Risk Management

Legal Liabilities in Higher Education: Their Scope and Management by Ray J. Aiken, John F. Adams, and John W. Hall was published in Numbers 2 and 3, Volume 3, of the Journal of College and University Law, 1977, available from the National Association of College and University Attorneys, One Dupont Circle, N.W., Washington, DC 20036. This is a valuable resource for administrators.

Governing Boards and Administrator Liability (1977) by Robert M. Hendrickson and Ronald Scott Mangum was published as an AAHE-ERIC/Higher Education Research Report No. 9 by the American Association for Higher Education, One Dupont Circle, Washington, DC 20036. (69 pages). Cost is $3.50

The ERIC Clearinghouse on Higher Education has in its data bank information on relevant articles from all law reviews published by U.S. law schools.

It is not enough merely to read to keep up with legal issues. Attendance at conferences where administrators may exchange information about legal problems they have faced is recommended.

Computer Search Processes

The ERIC Clearinghouse on Higher Education has the capability, through computer bibliographic searching, of selecting pertinent documents on various legal issues or subjects. It provides access to reports, conference proceedings, bibliographies, professional papers, books, articles, and other information of interest to the higher education community. For example, it has in its data bank information on relevant articles from all law reviews published by U.S. law schools. For costs and other information, contact the ERIC Clearinghouse on Higher Education, One Dupont Circle, N.W., Suite 630, Washington, DC 20036.

Conclusion

This bibliography of legal references for the use of administrators is not meant to be complete by any means. Rather, it is hoped that this compilation will be sufficient to assist the administrator in putting together a collection of legal references for his or her own personal or institutional bookshelf. To this writer, it seems sensible to recommend to administrators that they have a book available that discusses in an overview fashion some of the basic legal concepts affecting higher education.

To that would be added some form of updating material in the form of a reporter service, various monographs and articles, annual proceedings, and similar material that may be available from education associations and commercial reporter services.

Another suggestion is that the administrator who is interested in legal issues place himself or herself on the mailing lists of organizations and institutions that regularly publish this type of material.

Finally, it probably is not enough merely to read and try to keep up with legal issues and decisions in the seclusion of one's office or library. Attendance at conferences, seminars, and workshops where legal issues are discussed, where experts in various fields lecture, where discussion periods are provided so that questions and answers may be aired, and where administrators may exchange information about legal problems they have faced and solutions that seem to work at their own institutions, is recommended.

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Copies of Administrator's Update may be ordered for 50¢ each from the American Association of University Administrators, P.O. Box 536 Oneonta, N.Y., 13820. Payment must accompany all orders under $15.

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